**Risk Assessment Checklist/Advice for travel to and stay in destinations where the FC&DO advise against “All Travel “or “All but Essential Travel”.**

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| **Name:** |  |
| **Role/Position at University of Bath:** |  |
| **Department:** |  |
| **Country travelling to/staying in:** |  |
| **FCO travel advice:** |  |
| **Date of travel and return/duration of stay:** |  |
| **Activities to be carried out:** |  |

**You will need to complete a risk assessment for your trip that covers all significant travel and task risks. Your risk assessment should be recorded either on the standard** [**risk assessment template**](https://www.bath.ac.uk/publications/risk-assessment-template/attachments.bho/21-03-11-risk-assessment-template_.docx) **or the** [**fieldwork risk assessment**](https://www.bath.ac.uk/publications/fieldwork-safety-standard-and-risk-assessment/attachments.bho/22-03-10_Fieldwork_Safety_Standard.pdf) **pro forma. The Checklist below provides an overview of the issues that your assessment should consider.**

**Destination:**

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| **Control Measure** | **Yes, No, N/A** | **If NO – please provide details of how risk will be controlled.** |
| The Head of Department has been consulted and has agreed that the proposed travel is “essential” business travel. |  |  |
| [FCDO travel advice](https://www.gov.uk/foreign-travel-advice) to be checked prior to travel to ensure up to date information including Visa and other entry requirements. Travellers are advised to [Subscribe to FCDO email alerts](https://www.gov.uk/government/email-signup/new?email_signup%5Bfeed%5D=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fforeign-commonwealth-office.atom). |  |  |
| Local contacts in country of travel spoken to before travel for most up to date local information. |  |  |
| Itinerary of trip compiled, and a copy provided to the Head of Department. This to include any contact numbers of persons known in the country of travel/hotel/venue. |  |  |
| Develop and agree a communication plan with the department; this should include when and what intervals contact will be made and to whom. |  |  |
| Nearest [British embassy or consulate](https://www.gov.uk/world/embassies) to area of travel to be identified in case their assistance is required in an emergency. |  |  |
| GP or travel health professional or specialist resources (for example the National Travel Health Network and Centre (NaTHNaC) on the [TravelHealthPro website](https://travelhealthpro.org.uk/countries)) to be consulted at least 8 weeks before the trip to check what vaccinations or other medical precautions are required. |  |  |
| Local customs and dress to be researched to ensure an understanding of local cultural norms. Behave accordingly and understand and obey local laws or expected dress codes. |  |  |
| Ensure that travellers are aware of any prohibited items that they must not import into, or export from, the destination. |  |  |
| All people participating in the travel / fieldwork to contribute to the planning / risk assessment and to be briefed on any requirements / control measures. |  |  |

**Accommodation:**

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| **Control Measure** | **Yes, No, N/A** | **If NO – please provide details of how risk will be controlled.** |
| Accommodation should booked through Clarity (where this is practical). If not booked through clarity a justification should be included on the risk assessment. |  |  |
| Fire safety procedures and nearest exit from room to be identified on arrival. |  |  |
| Doors should be checked to ensure that these are secure and lock shut. If there are any security issues with the room, then it is advised that the provider is asked for an alternative. |  |  |

**Travel (including to and from the destination and any in-country travel):**

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| **Control Measure** | **Yes, No, N/A** | **If NO – please provide details of how risk will be controlled.** |
| International Travel to destination to be booked through Clarity, The University’s appointed Travel Management Company. |  |  |
| Where practical, travel in country should be booked through Clarity, The University’s appointed Travel Management Company. Where this is not practical, assessment of appropriate travel options to be made (e.g. licenced taxis, suitable bus, or train operators). |  |  |
| Travel to be pre-booked where possible through a reputable source, e.g. hotel supplier. |  |  |
| Check car etc. and driver are the ones booked before entering vehicle. |  |  |
| Where possible traveling alone, particularly at night, should be avoided. |  |  |
| Journeys to be pre-planned / researched to ensure awareness of routes, destinations etc. These details to be included on itinerary where possible. |  |  |

**Personal safety:**

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| **Control Measure** | **Yes, No, N/A** | **If NO – please provide details of how risk will be controlled.** |
| Valuables to be kept to a minimum. Those valuables that are carried to be kept secure and out of sight (use hotel safe or other secure storage where possible). |  |  |
| Local area to be researched to enable any areas of particularly high crime rate to be identified and avoided. |  |  |
| Local customs and rules to be followed where possible. |  |  |
| Where possible ATM use should be restricted to those within a bank. Good security practice (e.g. vigilance / protect PIN) to be followed. |  |  |
| Service provider to be contacted to make sure that mobile phone works in destination. |  |  |
| Minimal valuable items to be taken on the trip e.g. laptops, cameras only to be taken if required. |  |  |

**Health:**

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| **Control Measure** | **Yes, No, N/A** | **If NO – please provide details of how risk will be controlled.** |
| Local infection control measures should researched and understood prior to travel. This could include requirements for vaccinations or other travel requirements. |  |  |
| Sufficient medical supplies (prescription and non-prescription and first aid supplies), where relevant, to be ordered for the duration of the visit and any unexpected delays. |  |  |
| Weather conditions to be checked prior to travel. Appropriate clothing and sun protection to be taken if required. |  |  |
| Protection against mosquito/insect bites to be used where risk of bites / infection is identified. Measures to be considered include wearing appropriate clothing, use of repellent or similar. |  |  |
| Drinking water only to be taken from known potable sources. |  |  |
| Food to be purchased through reputable traders. Street food should be avoided. |  |  |
| Hotel/venue to be made aware of any dietary requirements, including allergies. |  |  |

**Emergency Situations:**

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| **Control Measure** | **Yes, No, N/A** | **If NO – please provide details of how risk will be controlled.** |
| [Threat of terrorism to be researched prior to travel](https://www.gov.uk/guidance/reduce-your-risk-from-terrorism-while-abroad). Where terrorism is identified as a potential real risk then an assessment should be made as to how risks can be minimised and any actions to take in the event of a terrorist attack. |  |  |
| A list of contact numbers and details, including location of nearest hospital/medical centre, to be compiled prior to travel in case medical assistance is required for illness/injury. |  |  |
| Identify any contingency arrangements to be followed in the event of an emergency. This will include arrangements if:   * Existing health or mental health condition deteriorates / requires treatment * Access for treatment in the event of an emergency or a new illness developing. * Repatriation arrangements   **These to be provided to the Head of Department as part of the travel itinerary**. |  |  |
| The travel should be registered with the University’s insurers once sign-off is provided by the University’s Chief Compliance Officer. |  |  |
| [University procedures for dealing with significant incidents overseas](http://www.bath.ac.uk/publications/procedure-for-responding-to-significant-incidents-overseas/attachments/procedure-for-responding-to-significant-incidents-overseas.pdf) incorporated in emergency arrangements / emergency planning. |  |  |

**Work Tasks / Activities:**

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| **Control Measure** | **Yes, No, N/A** | **If NO – please provide details of how risk will be controlled.** |
| Any activities being carried out to be subject to a separate risk assessment. Any significant risks to be recorded as per [University policy and procedures](http://www.bath.ac.uk/hr/hrdocuments/staying-safe-well/policies/risk-assessment.pdf). Assessments should identify all significant risks including physical and psychological and health risks. |  |  |
| Control measures identified in any accompanying risk assessments to be implemented. |  |  |
| Control measures take into account context of where the activity will take place (e.g. local rules, customs, prevailing security / terrorism issues, climate, location). |  |  |
| Head of Department to sign-off the task risk assessment prior to sign-off by the Chief Compliance Officer. |  |  |

**Additional Information:**

Please provide any further control measures, in addition to the above, required to reduce the risk to an acceptable level.

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**Declaration:**

The significant risks associated with this travel have been assessed and control measures identified. All University staff and students participating in this activity have read and understood the risk assessments and will abide by the agreed control measures. In the event that there are significant changes in activities or itineraries then risk assessments will be reviewed and updated as necessary. The Head of Department will be notified of all changes as soon as is practical.

All documents, including any itinerary, activity risk assessments and contact details/arrangements should be appended to this cover sheet.

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| Signature: | Date: |

**Other Information and Resources:**

The following websites should be consulted for up to date information:

University Policy and Procedures:

[Responding to Significant Incidents Overseas Procedure](https://www.bath.ac.uk/publications/responding-to-significant-incidents-overseas/attachments.bho/procedure-for-responding-to-significant-incidents-overseas.pdf)

[Working Away from University Premises Policy](https://www.bath.ac.uk/corporate-information/working-away-from-university-premises-policy/)

[Fieldwork Safety Standard](https://www.bath.ac.uk/publications/fieldwork-safety-standard-and-risk-assessment/attachments.bho/18-12-18_Fieldwork_Safety_Standard.docx)

[Placement and Study Abroad Safety Standard](https://www.bath.ac.uk/publications/placements-and-study-abroad-programmes-safety-standard/attachments.bho/standard-placements-study-abroad.pdf)

**Task specific safety information is also available on the University Website. See:** [**Safety, Health and Employee Wellbeing**](https://www.bath.ac.uk/professional-services/safety-health-and-employee-wellbeing/)

**Sector Guidance:**

<https://www.usha.org.uk/images/guidance_on_health_and_safety_in_fieldwork.pdf>

Government / FCO Advice:

<https://www.gov.uk/foreign-travel-advice>

<https://www.gov.uk/guidance/foreign-travel-checklist>

<https://www.gov.uk/guidance/how-to-deal-with-a-crisis-overseas>

<https://www.gov.uk/guidance/reduce-your-risk-from-terrorism-while-abroad>